



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 4.5.2500	Subject: PHARMACEUTICALS
Reference: DOC 4.5.25; 53-1-203, MCA	Page 1 of 3
Effective Date: 07/01/05	Revision Dates: 10/21/14
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

I. DIVISION DIRECTIVE:

Adult Community Corrections Division facility nurses will follow established procedures to ensure all medications are prescribed, distributed, and administered in accordance with Department of Corrections' policy and state and federal laws and regulations.

II. DEFINITIONS:

ACCD-Adult Community Corrections Division Facility – Division facilities include the Missoula Assessment and Sanction Center (MASC); Treasure State Correctional Training Center (TSCTC); and the contracted facilities of Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment and Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment Sanction & Revocation Center (Passages ASRC), NEXUS Correctional Treatment Center (NEXUS), and Elkhorn Treatment Center (Elkhorn).

CSD-Clinical Services Division – The Department's division that administers health care services for adult and youth offenders.

Department – The Montana Department of Corrections.

Drug Formulary – A written list of medications available without pre-approval in Department health care programs. Medications not listed on the formulary are considered "non-formulary" and require pre-approval from the CSD before use in Department health care programs.

Health Care Providers – Licensed health care providers (e.g., physicians, nurses, psychiatrists, dentists, and mental health practitioners), including contracted or fee-for-service providers, responsible for offender health care and treatment.

Health Policy Team – A team that may consist of, but is not limited to, the CSD Administrator, medical director, dental director, mental health representative, managed care coordinator, chief facility health officer, and facility administrator.

KOP-Keep-on-Person Medication – Designated and approved medications offenders are allowed to possess and self-administer.

Medical Director – The physician designated by the CSD Administrator to oversee the health care of all adult and youth offenders under Department jurisdiction.

Pharmaceutical – Any drug, chemical, vaccine, hormone or medication that may only be dispensed by a licensed or certified provider to render treatment, evaluation, or health care.

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Prerelease Facility Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreements between the Department and prerelease centers: Alpha House PRC, Gallatin County Re-entry Program, Butte PRC, Great Falls Transition Center, Helena PRC, and Missoula PRC.

Treatment Facility Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreement between the Department and ACCD contracted facilities: START, CCP, Passages, Elkhorn, NEXUS and WATCH.

III. PROCEDURES:

A. General Requirements

1. Health care providers will procure, dispense and administer pharmaceuticals in accordance with all state and federal regulations.
2. Medications:
 - a. All ACCD facilities, as part of the per diem, will provide over-the-counter (OTC) medications and day-to-day-medical supplies;
 - b. ACCD facilities will make available the means to provide prescribed medications:
 - i. When possible, prescribed medications will be obtained through the Department’s pharmacy contractor. Prescribed medications will be billed directly to the Department by the pharmacy contractor.
 - ii. When a non-pharmacy contractor is used, and the offender or facility needs reimbursement for the cost, the facility will submit a receipt for the medication to the CSD.
 - c. ACCD facilities will allow residents KOP medications;
 - d. ACCD facilities will account for all medications in keeping with the Department’s drug formulary and with the Montana Nurse Practice Act and Board of Pharmacy regulations;
 - e. The records of all medications distributed by facility staff will be maintained and audited monthly, including the date, time and name of the offenders receiving medication, and the name of the medical staff distributing medications.
3. The Department will provide offenders’ health history records that accompany the offender to the facility. Records must be kept current at all times, and the facility will follow the procedures of *ACCD 4.5.3600 Offender Health Records Transfer* when the offender is returned to an ACCD facility. Facility must also follow the procedures of *ACCD 4.5.3800 Offender Health Record Access, Release, and Retention* for the maintenance of offender health records.
4. Facility staff must be informed of an offender’s special medical problems within the boundaries of medical confidentiality.

B. Drug Formulary

The Medical Director will develop the drug formulary with the assistance of the consulting pharmacist and the health policy team and define the approval process for using non-formulary medication. Facilities will advise providers to use the drug formulary in most instances. Providers must be able to justify the use of non-formulary medications by submitting the Non-Formulary Medication request form to the CSD for approval.

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C. Facility Policies/Procedures

Each facility will develop and maintain policies/procedures regarding the facility's possession and use of controlled substances, prescribed medications and over-the-counter medications that address:

1. Procurement and distribution;
2. Dispensing and administration, stipulating that prescribed medications be administered according to the directions of the prescribing professionals;
3. Storage and disposal;
4. Accountability and security of controlled substances; and
5. KOP (offender self-administration).

IV. CLOSING:

Questions concerning this procedure should be directed to the CSD or Prerelease Facility or Treatment Facility Contract Manager.